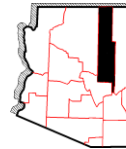




NAVAJO COUNTY Safety Procedures



Reference: PERSONNEL POLICIES & PROCEDURE SECTION: 5.4	Subject: LOCKOUT/ TAGOUT POLICY	RM-Safety 09/04/2014 Revised: 9/16/2014
Approved: Brett Starns	Initiating Department: Risk Management	

LOCKOUT/TAGOUT POLICY

I. GOALS

The goal of the County's Lockout/Tagout Policy is to safeguard the health of all County employees, contractors and the public from hazardous energy sources and to comply with ADOSH/OSHA regulations.

II. SCOPE

Effective implementation of this policy will help employees understand what equipment lockout/tagout means and how to access, de-energize, lockout, clear, release, and start-up machinery.

III. RESPONSIBILITIES

Elected Officials, Department Directors and Supervisors will ensure that employees and contractors comply with this lockout/tagout policy. Employees and contractors are required to comply with all aspects of this policy.

IV. LOCKOUT/TAGOUT REQUIREMENTS

County equipment and machinery are provided with specific safeguards in normal operations. However, maintenance, construction, and remodeling activities can pose significant potential exposure to employees from potentially hazardous power sources. The following procedures will ensure that machines or equipment are isolated from all potentially hazardous energy. Additionally, Elected Officials, Department Directors and Supervisors are to emphasize that machines or equipment are locked-out/tagged-out before employees and/or contractors perform any servicing or maintenance activities where the unexpected energization, start-up, or release of stored energy could cause injury.

Energy sources include, but are not limited to:

- Electrical power;
- Main and branch circuits, feeder lines;
- Water mains and lines, pressure accumulators, pressure reservoirs;
- Gasoline, diesel, propane and turbine engines; electric motors; pumps;
- Boilers, steam lines, steam accumulators;
- Hydraulic systems, pneumatic systems, cooling towers; and
- Any source of stored potential or kinetic energy providing power to machines or equipment that can be inadvertently released.

V. LOCKOUT/TAGOUT PROCEDURES

Locate and identify all isolating devices to be certain, which energy-isolating device(s) apply to the equipment/machinery to be locked or tagged out of service. More than one energy source may be involved. Blocking and/or blanking may also be required to isolated energy sources.

A. OPERATIONS TO BE PERFORMED PRIOR TO SERVICING

1. Supervisors shall note on Applicable work orders that lockout/tagout procedures are to be followed. Employees must notify supervisors whenever they conduct maintenance requiring lockout/tagout procedures. The Director of Buildings and Grounds and supervisors shall regularly review work orders and the lockout/tagout log to ensure compliance with this policy.
2. If the equipment or machinery is in operation, shut it down following the manufacturer's procedures.
3. Place the circuit breaker, switch, valve, or other energy isolating device(s) in the de-energized position, so that the equipment is isolated from its energy source(s). Stored energy, such as in springs, elevated machine members, rotating flywheels, hydraulic/pneumatic systems, gas, steam or water pressure, etc., must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. County employees who may have to work around energy sources are provided with individual locks. The locks are registered with their supervisor and marked with a nametag affixed to the lock. Durable lockout tags and sturdy attachment straps (with a

minimum unlocking or breaking strength of 50 lbs.) are provided to protect the employees from power sources. Multiple lockout devices are available from supervisors.

5. Lockout/tagout the energy isolating device(s) with assigned individual lock(s) and/or tag(s). The lock(s) and/or tag(s) must prevent re-energization of the energy isolating device(s).
6. After ensuring that no personnel are exposed to potential energy sources, perform normal start operations to make certain the equipment/machinery will not operate. Voltage measurements shall be taken on circuits, when appropriate, to ensure de-activation.

CAUTION: RETURN OPERATING CONTROL(S) TO “OFF” OR “NEUTRAL” POSITION AFTER THE TEST.

7. Buildings & Grounds Supervisors shall fill out the lockout/tagout log. Other County employees and or contractors involved in the lockout/tagout process complete the lockout/tagout log and inform their supervisor.

NOTE: At this point the machinery/equipment is considered locked/tagged out and maintenance or repair activities can proceed.

8. Lockout/tagout logs shall contain the following information:
 - Authorized person locking or tagging out the energy source(s);
 - Power source(s) description (e.g., circuit breaker number and circuit designation);
 - Date and time locked/tagged out;
 - Reason for lockout/tagout;
 - Date and time locks/tags removed;
 - The system restored to normal operation and;
 - Authorized person(s) removing the locks/tags.

B. RESTORING TO NORMAL OPERATIONS

1. After the servicing and/or maintenance is completed and the equipment/machinery is ready for normal operations, the area

around the equipment and/or machine will be checked to ensure that no one is potentially exposed to a hazard on start-up.

2. After all tools have been removed from the machinery, guards have been reinstalled, and employees are in the clear, all the lockout and/or tagout devices are removed. The isolation devices are set to their normal operating position and any lockout/tagout devices such as blanks, blinds, etc., are removed.
3. The Buildings & Grounds Director or Supervisor shall complete the lockout/tagout log entries indicating the return of systems to their normal operating condition. The supervisor reports the status of operations to all relevant employees and/or contractors.

C. MORE THAN ONE MAINTENANCE PERSON

If more than one person is required to work on equipment or machinery that must be locked/tagged out, these procedures will be followed:

1. Each employee / contractor places his/her own personal lockout and/or tagout device on the energy isolating device(s).
2. When an energy-isolating device cannot accept multiple locks and/or tags, the supervisor shall provide a multiple lockout and/or tagout device.
3. Alternately, a single lock may be used to lockout the equipment or machine with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee then uses his/her own lock to secure the box. As each employee no longer needs to maintain his/her lockout protection, that employee removes his/her lock from the box or cabinet.

D. MULTIPLE SHIFTS

It is reasonable to expect that some maintenance and/or repair activities will take place over multiple shifts. These procedures will be followed when work activities are conducted over multiple shifts.

1. The off-going and on-coming shift personnel meet and discuss the status of the work-in-progress.
2. The off-going personnel remove their personal lockout/tagout devices, ensuring that the lockout/tagout log entries are completed.

3. On-coming shift personnel affix their personal lockout and/or tagout devices to the energy isolation devices. The supervisor or lead person reviews the energy system to ensure that the lockout/tagout procedure is complete. A systems operation test is conducted to ensure the system is de-energized. All lockout/tagout log entries are completed prior to commencing work. All personnel involved with the maintenance work on the on-coming shift are informed that lockout/tagout procedures are complete.

VI. TRAINING

- A. The County provides training to all employees whose work is covered by this policy. Training shall be sufficient to provide the understanding, knowledge, and skills necessary to safely perform the duties assigned.
- B. Training is provided to each employee:
 - Upon initial assignment and on an annual basis for all County employees and supervisors who may need to use lockout/tagout procedures. The Department and Human Resources shall maintain a copy of the training records.
 - Whenever there is a change in assigned duties, which require training.
 - Whenever there is a change in a lockout/tagout condition that presents a work hazard about which an employee has not previously been trained.
- C. When the County has reason to believe that any employee who has been trained does not have the understanding or skill required by this program, the employee will be retrained.

VII. CONTRACTORS

Where applicable, the Building & Grounds Director or Supervisor shall meet with the contractor(s) to discuss County lockout/tagout policy requirements and possible interaction with County employees.

NOTE: Form HR-Safety 05/06-014 shall be used to document contractor briefings.

- A. The contractor is responsible for the health and safety of his/her employees. However, the contractor may request assistance from the County in identifying and securing energy sources that affect their work.
- B. The contractor remains responsible for affixing and removing lockout/tagout devices on the applicable power isolation devices.

NOTE: Contractors shall use approved lockout/tagout devices that comply with ADOSH/OSHA requirements. Tape, string, light paper tags, and similar items shall not be used to lockout/tagout energy sources.

- C. Contractors shall maintain a lockout/tagout log that is immediately available for inspection by County personnel. The log will indicate: the authorized person locking or tagging out the energy source, energy source description (e.g., circuit breaker number and circuit designation), date and time locked/tagged out, reason for lockout/tagout, date and time locks/tags removed, and the system is restored to normal operation, the authorized person removing locks/tags. A final copy of the log is part of the documentation delivered to the County on completion of the contract.
- D. The Buildings & Grounds Director and/or Supervisor are apprised daily of the status of systems that the contractor has de-energized and locked out/tagged out.

Note: No County employee may remove a contractor's lockout or tagout device or operate a locked/tagged out power isolating device. Additionally, no contractor will remove a County's lockout/tagout device or operate a locked/tagged out power isolating device.